

**ATTORNEY ADMISSION
APPLICATION**



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**



ATTORNEY ADMISSION - GENERAL INFORMATION

Applicable Local Rules: The rules governing general admission to practice are set forth in Chapter Two of the Local Rules of the Middle District of Florida. A copy of the Local Rules is provided free of charge to newly admitted attorneys. Additional copies may be downloaded from the Middle District of Florida's internet site, www.flmd.uscourts.gov and are also available at the intake areas of each of the divisional Clerk's Offices.

Requirements for Admission: Local Rule 2.01(b) requires that each applicant:

1. be a member in good standing of The Florida Bar; and
2. submit a completed Attorney Admission Application (attached) along with either an original or certified copy of:
 - a. a certificate (attached) from two members in good standing of the bar of this Court attesting that you are of good moral character and are otherwise competent and eligible for general admission to practice, signed and dated within 90 days of the application for admission to the Middle District of Florida; or
 - b. a certificate of good standing from either the Northern or Southern District of Florida, dated within 90 days of the application for admission to the Middle District of Florida. (This certificate of good standing form can be obtained from the respective district of which you are a member.)

Determining Where to File Your Application: The Court requires that you personally attend an attorney admission ceremony in order to be admitted to practice before this Court. Once you have been admitted to practice, you may appear and be heard in any matter, in any division of this Court.

Filing Application for Admission: Mail or deliver your application form, with accompanying certificate(s), to the Clerk's Office at which you plan to attend the required admission ceremony. Addresses for the individual Clerk's Offices are:

Jacksonville

United States District Court
300 N. Hogan Street, Suite 9-150
Jacksonville, FL 32202

Attn: Attorney Admissions Clerk

Orlando

George C. Young US Courthouse and Federal
Building
United States District Court
80 North Hughey Avenue
Orlando, FL 32801

Attn: Attorney Admissions Clerk

Tampa

Sam M. Gibbons US Courthouse
United States District Court
801 North Florida Avenue
Tampa, FL 33602

Attn: Attorney Admissions Clerk

Ocala

Golden-Collum Memorial Federal Building and
US Courthouse
United States District Court
207 N.W. Second St., Suite 337
Ocala, FL 34475-6666

Attn: Attorney Admissions Clerk

Ft. Myers
US Courthouse and Federal Building
United States District Court
2110 First St. - Rm 2-194
Fort Myers, FL 33901

Attn: Attorney Admissions Clerk

Scheduling Admission Ceremonies: Each division holds attorney admission ceremonies several times throughout the year. The attorney admission clerk will notify you in writing of the date and time of your admission ceremony. **Attendance at the ceremonies is not guaranteed until the Clerk's Office sends you an "Initial Notice of Admission Ceremony"**. You may call the attorney admission clerk and reschedule your admission date for the next ceremony, providing you do so at least five (5) days prior to the originally scheduled ceremony date.

Unless you reschedule your admission ceremony date with the attorney admission clerk, you must personally attend the ceremony on the date scheduled or the Court will strike your application and you will be required to resubmit your application.

Please note that weapons, cellular phones, or recording devices are not permitted in the Courthouse.

Attorney Admission Fee: Attorneys admitted to practice in the United States District Court for the Middle District of Florida under the conditions prescribed in Rule 2.01, Local Rules of the United States District Court for the Middle District of Florida, are required to pay to the Clerk an admission fee of \$165.00. The admission fee of \$165.00 is due at the time you appear for the admission ceremony. The Clerk's Office cannot accept the admission fee until you attend an admission ceremony and are sworn in. Please make the check payable to "Clerk, U.S. District Court." **DO NOT** mail your \$165.00 fee at the time you mail your Attorney Admission Application.

Attorney Annual Renewal Fee: Attorneys admitted to practice in the United States District Court for the Middle District of Florida under the conditions prescribed in Rule 2.01, Local Rules of the United States District Court for the Middle District of Florida, are required to pay to the Clerk an annual renewal fee of \$10.00. The annual renewal fee of \$10.00 is due by the last business day in June each year, however, persons admitted during the first six months of any given year shall not be required to renew their membership until June of the succeeding year. Each year, prior to the last business day in June, the Clerk will send a notice and annual renewal form to each attorney admitted to practice in this Court. A blank annual renewal form will also be available at the Court's internet site at www.flmd.uscourts.gov. Payments must be mailed with a renewal form for each attorney, to the address listed on the form. Payment should be in U.S. currency and the check drawn on a U.S. bank. Checks should be made payable to "Clerk, U.S. District Court." Failure to submit the completed form and renewal fee will result in the removal of your name from the roll of attorneys authorized to practice in this Court. **DO NOT** mail or bring your \$10.00 annual renewal fee or annual renewal form to the Courthouse. All forms and fees must be submitted in accordance with the instructions provided on the annual renewal form.

Case Management / Electronic Case Filing (CM/ECF): To obtain a login and password necessary to participate in the Middle District of Florida's Case Management/Electronic Case Filing (CM/ECF) system, please check our web page at www.flmd.uscourts.gov.

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
ATTORNEY ADMISSION APPLICATION**

Pursuant to Local Rule 2.01(b), I am applying for general admission to practice before the Bar of the United States District Court for the Middle District of Florida. I CERTIFY that the following information is correct:

1. Name: _____

2. I am presently a member in good standing of The Florida Bar.

Date of admission: _____ Florida Bar Number: _____

3. Education History and Date of Graduation:

a. College: _____ Date: _____

b. Legal: _____ Date: _____

4. I am presently admitted and in good standing with the following other federal and/or state courts (please include date(s) of admission).

a. Federal: _____

b. State: _____

5. Firm or Business Affiliation:

Firm/Business Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

6. Residence Address: _____

City, State, Zip Code: _____

Telephone: _____

7. I have read and am familiar with the Federal Rules of Evidence, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Local Rules of the Middle District of Florida.

Date: _____

Signature

Entered into Computer _____ Date Admitted: _____

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

**CERTIFICATE IN SUPPORT OF AN APPLICATION
FOR GENERAL ADMISSION TO PRACTICE**

Pursuant to Local Rule 2.01(b), I certify that I am a member in good standing of The Florida Bar, and the Bar of this Court, and that:

1. I am personally acquainted with applicant _____
2. I know that he/she is of good moral character and is otherwise competent and eligible for general admission to practice in this Court.

Date

Sponsor's Signature

Sponsor's Name:

Sponsor's Address:

Sponsor's Telephone Number:

Sponsor's E-mail Address:

Sponsor's Florida Bar ID Number:

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

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